

# Michigan Historical Center Foundation

## Minutes

March 22, 2007, Board Meeting

Lansing, MI

**Present:** William Anderson, Mickey Briggs, Deborah Muchmore, Randy Ragsdale, Andrew Richner, Doug Roberts, Bus Spaniola, Jim Wardlaw, Sandra Clark (Director, Michigan Historical Center), Patricia Clark (Director, Michigan Historical Center Foundation), Loretta Zumbaugh (Database Administrator, Michigan Historical Center Foundation), and Phil Kwiatkowski (MHC, Museum Director).

Deb Muchmore, called the meeting to order at 10:10 a.m., and welcomed the members of the Board. New board members Mickey Briggs and Andrew Richner were recognized and introductions were made.

### **Business Meeting**

Approval of Minutes: A motion was made by Bill Anderson to accept the minutes of the January 25, 2007, Board meeting as presented. The motion was supported by Doug Roberts and carried unanimously.

Financial Report: Randy Ragsdale reported on the monthly financials for January and February. The Foundation recently opened a sweep account with National City that will generate monthly interest of approximately \$2,000 per month. Motion was made by Bus Spaniola to accept the financial reports as submitted. The motion was supported by Mickey Briggs and carried unanimously.

There was discussion on the involvement of the Foundation in the Elbinger Project. Doug Elbinger, a local photographer, donated to the Archives of Michigan his collection of photographs and original negatives depicting over 40 years of Michigan's political process. This collection will become part of the Archives permanent collection upon his death. Many of these photographs will be on display in the temporary exhibit gallery at the Center beginning October 15, 2008, and will then be used for a traveling exhibit. Mr. Elbinger is funding the project with the assistance of a local fundraiser, Sylvia McCollough. He will also be producing two books of the photographs with the MSU Press. The Foundation was asked to contribute \$5,000 to the project from the traveling exhibit fund. The Foundation will hold and distribute the funds raised and contract with Doug Elbinger and Sylvia McCollough for their services. Funds will only be distributed if the funds raised by Sylvia McCollough will cover those costs. This stipulation will be identified in the contracts.

Discussion ensued on the use of the designated funds allocated for traveling exhibits. Randy Ragsdale made a motion to appropriate funding for the Elbinger exhibit from the traveling exhibit fund. The motion was supported by Mickey Briggs and unanimously carried.

Nominating Committee: The Nominating Committee met on February 15<sup>th</sup> to discuss the recruitment of new members. A list of approximately 15 possible candidates was assembled. A letter was sent to all Board and former Board members requesting recommendations for new Board candidates. Responses were received from two former Board members, Seymour Padnos and Mary Lou Zieve. A call was also received from Roger Winkelman whose father Stanley served on the Board for several years. The committee will be meeting some time before the next Board meeting. The Board was also asked to submit recommendations.

Friends Agreement: Deb Muchmore explained that the Friends and the Foundation have partnered for several years to maximize efforts for the Center. There was an agreement written several years ago, which was never finalized. She praised both the Friends and the Foundation for the time and effort spent on drafting an agreement that met the needs of both organizations. Motion was made by Doug Roberts to accept the agreement as presented. The motion was supported by Randy Ragsdale and carried unanimously.

Financial Policy & Procedures Committee: Doug Roberts reported on the Financial Policy Committee meeting. After reviewing the current policies, he recommended that the following be put into written format:

- all checks over \$5,000 require three signatures that include the MHCF Board Chair and the MHCF Director.
- no electronic signatures be allowed on checks.
- the MHCF checkbook be balanced monthly.

Doug mentioned that Sarbanes-Oxley Act recommends that a new auditor be selected every five years for corporations. For nonprofits, every seven years is accepted practice.

### **Information Agenda**

#### **Development Office Update:**

Museum - Pat Clark met with several possible sponsors for Michigan history education programs that include the Dart Foundation, the Accident Fund, Lansing Board of Water & Light, Julie Rodecker-Holly from the DeRoy Testamentary Foundation, Bradford Printing and the Wharton Center. All have shown a great interest in supporting these programs.

Plans have begun for the Jingle Ball, which will be held Saturday, November 17<sup>th</sup>. The Ball is the major fundraising event supporting these programs as well as an evening to recognize the Odyssey teacher awardees and sponsors of the education programs.

Walker Tavern - At the end of February, a second proposal was transmitted to several Foundations located in the Irish Hills, Ann Arbor and Jackson areas for support of the renovation of the Hewitt House at Walker Tavern. Follow-up calls to schedule visits began the week of March 12<sup>th</sup>.

SHPO – A letter to support the Governor's Awards was sent to over 150 companies and individuals that work closely with the State Historic Preservation Office. The Awards will be held at the State Capitol Building on May 24<sup>th</sup>. The goal is to raise \$5,000; however, the actual cost to SHPO is approximately \$1,800. The remaining funds raised will be used for marketing the event.

Archives – Mark Harvey, State Archivist, requested the Foundation's assistance in raising funds to produce playing cards with various images of the Mackinac Bridge. The Foundation sent letters to approximately 80 ironworkers who worked on the bridge asking them to contribute \$100 to have their name imprinted on a card. There has been a great response to this project in donations as well as ironworkers expressing their pleasure with this project and reminiscing their time working on the bridge.

Michigan Historical Center Update: Sandra Clark invited the Board to visit the various field site museums for which their support was responsible in keeping them open. The CCC Museum is the only museum that will not be open due to lack of funding. Sandra extended a special thanks to Jon Walton for securing a donation from Kellogg Foundation for the Sanilac Petroglyphs.

There will be first-person interpretation by role players at Fort Wilkins. Sandra credited Phil Kwiatkowski and his staff for their roles at the field site museums. There will be four interns and one paid staff at Walker Tavern. State parks continue to stay open as they are entirely funded by entrance fees, making it even more important to keep the Historical Center sites open.

Sandra discussed the status of the bill regarding tax credit for donors to the Foundation. The bill is getting a technical amendment and she will keep everyone updated.

Sandra Clark updated the Board on the status of obtaining a new storage facility to house the Record Center, Archives and Museum Collections. The current facility is 11,000 square feet filled from floor to ceiling. The collection has been assembled for over 135 years with items from the civil war, pioneer days, etc. Michigan residents have donated items to the Center and we need to take care of them. A search is underway to locate a facility with the right air conditioning, humidity control, and security.

It is currently planned to open an exhibit in the lighthouse tower in Tawas Point State Park. It will be a "Tom Sawyer" effect. People will rent the apartment on the 2<sup>nd</sup> floor, working as volunteers/interpreters for the exhibits. Phil commented that they are waiting for DNR to finish setting up the thermo system before they open the exhibit. The hope is to be up and running by Memorial Day.

Phil also talked about the upcoming temporary exhibit in the Museum. It will be a "manly" exhibit about deer hunting. He will be approaching Jay's Sporting Goods up north to request financial support.

Sandra mentioned that the magazine would be doing an article on the Mackinac Bridge for their summer issue.

Friends of Michigan History: Bus Spaniola expressed his pride in the success of the Friends with their small budget. Bus conveyed the concerns of the Friends in jumpstarting their membership program. In the past, the Friends partnered with NuUnion Credit Union (formerly SECU) allowing individuals who were not state workers to join the credit union if they joined the Friends. Due to a change in the credit union's policies, this partnership has been dissolved.

The Friends are contacting the Michigan Political Society to create a program with them. They are setting up affiliates to support Walker Tavern and Fayette with the money going directly to support those sites; however, it is necessary to increase those memberships.

Bus stated that he had made a suggestion to have a Michigan history license plate created with the largest portion coming to the Michigan Historical Center.

Andrew Richner commented that there is currently a lighthouse license plate. Sandra stated that this license plate generates \$120,000 a year and that the Center grants the funds back to the lighthouse organizations for upkeep.

Bus mentioned that they are very impressed with State Archivist, Mark Harvey, and the Friends have donated \$1,000 for the Archives program scheduled for May 19<sup>th</sup>.

Bus expressed his delight that the agreement between the Foundation and the Friends is being finalized.

New Business: Loretta Zumbaugh's contract is up for renewal and the Board was asked to approve the contract as presented. Loretta has been a great asset to the Foundation. Motion was made by Randy Ragsdale to approve the contract as submitted. The Motion was supported by Mickey Briggs and unanimously carried.

A motion was made, supported and unanimously carried to adjourn the Board meeting.

Respectfully submitted,

Loretta Zumbaugh, Recording Secretary  
On behalf of Patrice Merritt, Board Secretary